

**COMMUNITY DEVELOPMENT BLOCK GRANT  
CDBG Year 38, 2012-2013**

**REQUEST FOR PROPOSALS  
Public Facility Improvements/Other Projects**



**City of Worcester  
City Manager's Executive Office of  
Economic Development  
Neighborhood Development Division  
Dennis E. Hennessy, Director**

**PUBLIC FACILITY RENOVATION / OTHER PROJECTS  
REQUEST FOR FUNDING PROPOSALS:**

**Under the CDBG program, applicants may use funds to undertake a variety of public facilities and public improvements projects. Generally, public facilities and public improvements include all facilities and improvements that are publicly owned, or that are owned by a non profit and open to the general public.**

**RFP categories for Public Facility Renovation/other are:**

- a) Public Facility improvements, including neighborhood facilities and facilities for persons with special needs as identified in Part 570.201(c) of the CDBG Regulations.**
- b) Public facility renovation and/or capital improvements of facilities owned by a non-profit and operated to serve the general public (either residential or non-residential).**
- c) Clearance and stabilization of condemned structures (demolition, removal and/or board-up of blighted structures)**
- d) Eligible Special Economic Development Activities involving commercial or industrial property as further described in Part 570.203 and 570.204 of the CDBG Regulations.**
- e) Other (eligible) Municipal Capital Improvements.**

## **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

The City Manager's Division of Neighborhood Development (DND) is accepting applications from all eligible organizations wishing to be considered for funding through the CDBG Program. Please adhere to the guidelines presented below and throughout this package when preparing your submission.

**SUBMIT PROPOSALS TO:** City Manager's Division of Neighborhood Development  
City Hall  
455 Main St., Room 402  
Worcester, MA 01608  
Dennis Hennessy, Director

**RFP INFO CONTACT:** Anthony Miloski, Public Services Director  
508-799-1400 x 227 (tel.) / 508-799-1406 (fax)  
e-mail: [miloskia@worcesterma.gov](mailto:miloskia@worcesterma.gov)

**HOUSING INFO CONTACT:** Miguel Rivera, Housing Director  
508-799-1400 x 261 (tel.) / 508-799-1406 (fax)  
e-mail: [riveram@worcesterma.gov](mailto:riveram@worcesterma.gov)

**DUE DATE:** Thursday, February 23, 2012 - 5:00 P.M.

**NUMBER OF COPIES:** 1 original, bound or stapled  
1 un-bound copy (no staples, plastic, etc.)

**PAGE LIMIT:** 20. Typed or printed - HAND WRITTEN APPLICATIONS  
WILL NOT BE ACCEPTED

**FUNDING DECISIONS:** Recommendations submitted to City Council in April  
2012

Funding decisions will be based on proposals which address community development needs identified and updated through the City's 2010-2015 Strategic Plan and Consolidated Planning Process, subject to the availability of funds. Funding recommendations will be submitted by the City to the Dept. of Housing & Urban Development (HUD) in May, 2012. Approved programs will commence July 1, 2012.

If you have questions or need assistance with regard to the application process, or have concerns relative to the needs of non-English speaking or handicapped persons, please contact Anthony Miloski at DNHD, 508-799-1400 X 227. Information and technical assistance will be provided to groups that represent persons of low and moderate income. It is not anticipated that any persons will be displaced as a result of CDBG program activities. Should displacement occur, the City would adhere to policies regulated by CDBG anti-displacement regulations and plan.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG): 7/1/12-6/30/13**

**REQUEST FOR FUNDING PROPOSAL – COVER SHEET**

(Please submit with your request)

(a.) Applicant Organization Name: \_\_\_\_\_

(b.) Contact Person: \_\_\_\_\_

(c.) Address: \_\_\_\_\_

(d.) Tel. # / Fax #: \_\_\_\_\_

(e.) E-mail: \_\_\_\_\_

(f.) Amount Requested 7/1/12 – 6/30/13: \_\_\_\_\_

(g.) Amount of Current CDBG Contract for  
this program, if funded, 7/1/11 – 6/30/12 \_\_\_\_\_

(h.) Summary Statement of Proposed Use of Funds (3 lines only):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(i.) State Specific Reason for Increase or Decrease in funds requested for this  
program compared to current contract, if applicable (3 lines only):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(j) Program category (check one)

\_\_\_\_ Public Facility Renovation (non-municipal)

\_\_\_\_ Public Facility (municipal)    \_\_\_\_ Clearance of condemned structures

\_\_\_\_ Special Economic Development Activity

CDBG RFP for 2012-2013

**Section I - Minimum Eligibility Criteria (Public Facility Renovation / Other)**

All applicants must provide a narrative which addresses the elements listed below.

**(a.) National Community Development Objectives-** All activities funded through the CDBG program must meet *ONE* of the following national community development objectives:

1. To be of benefit to persons of Low and Moderate income (L/M);  
or,
2. To aid in the elimination of Slums and Blight (S/B).

Historically, over 90% of the City's CDBG funded activities meet the HUD L/M national objective. Please document how your proposed activity qualifies as an L/M activity in accordance with the criteria presented below in part (b).

**(b.) Activities Benefiting Low and Moderate (L/M) Income Persons:** Activities qualifying as L/M benefit must meet *ONE* of the following four criteria:

1. Activity serves a LM area in which the benefits of the activity are available to Residents, at least 51% of the residents are of Low and Moderate income (defined as at/or below 80% of the metropolitan area median income level - adjusted by household size). The chart below summarizes **the upper limits of low-income households** (as of December, 2011) by size.

Household <u>Size</u>	Income <u>Limit</u>	Household <u>Size</u>	Income <u>Limit</u>
1	\$ 45,500	5	\$ 70,200
2	\$ 52,000	6	\$ 75,400
3	\$ 58,500	7	\$ 80,600
4	\$ 65,000	8	\$ 85,800

2. An activity, which benefits a limited clientele at least 51% of whom, are Low Income persons (the following groups are presumed by HUD to be qualified low/mod beneficiaries: abused children, battered spouses, elderly persons, handicapped persons, homeless persons, illiterate persons, or migrant farm workers);
3. For housing activities, a majority of the units in each structure assisted must be occupied by households of low income (a two-unit structure qualifies if at least one unit is low income occupied);
4. Job creation or retention activities qualify if at least 51% or more of the jobs are provided to low income persons or if the activity is located in and provides services to an area of very low income or high poverty (e.g., at least 70% of area residents are low income or at least 20% are in poverty).

**(c.) Activities Which Aid in the Prevention of Slums and Blight (S/B):** Activities meeting the S/B national objective must meet ONE of the following three criteria: (do not address if your activity already qualifies as L/M benefit - see (b.)

1. Activity addresses S/B on an area basis (the area meets definition of a slum, blighted, deteriorated or deteriorating area under state or local law);
2. Activity addresses S/B on a spot basis in order to eliminate specific condition of blight on a spot basis not located in a S/B area;
3. Activities address S/B in an urban renewal area.

**(d.) Eligible Activities:** CDBG funds may be used for the following types of activities: acquisition of real property; disposition; public facility improvements; clearance and demolition; public services; interim (emergency assistance); urban renewal completion; relocation; removal of architectural barriers; privately owned utilities; construction of housing (conditional); home ownership assistance; residential rehabilitation; commercial/industrial building rehab; code enforcement; historic preservation; commercial/industrial improvements; economic development (technical assistance or assistance to for-profit); special activities by sub-recipient.

**(e.) Ineligible Activities:** Buildings or portions thereof used for general conduct of government; general government expenses; political activities; purchase of construction equipment; furnishings and personal property; operational and maintenance expenses for public facilities, improvements, or services; new housing construction; income payments. CDBG funds may not be used for the acquisition of property, construction or rehab of structures used exclusively for religious purposes or which will otherwise promote religious interests except through the creation or utilization of a wholly secular entity.

**(f.) Funding Pre-requisites:**

1. Funded applicants must agree to attend a technical assistance workshop to be held by DND.
2. All applicants must document in their application, the capacity to operate their programs for up to 12 weeks (from July 1, 2012) in lieu of CDBG/ESG grant funds, or until said grant reimbursement funds become available for distribution.
3. All applicants must identify alternative funding sources, if any, which could be utilized in the event that CDBG funds are reduced at the federal level. A statement of impact on the services to be provided by the applicant must also be included in the event that federal funds are reduced or terminated.
4. All applicants must demonstrate in their applications the necessary staff capacity and expertise needed to implement the proposed CDBG activities, including financial and program management, in accordance with HUD and the Office of Management and Budget requirements.

**(g.) Required Documentation: For All Applicants**

All applications are required by federal regulations to provide the following information to DND upon submission of their CDBG request (unless otherwise noted):

1. Table of Organization
2. Cost Allocation Plan which shows the distribution and indicates the amount from all funding sources for persons whose positions are funded through CDBG and other sources or spread throughout multiple programs.
3. For agencies which hire the services of consultants and/or contract workers:
  - a. Job description and responsibilities of the position proposed
  - b. Proposed method of procurement for consultant/contractor
  - c. Cost Allocation Plan for proposed consultant/contractor

**For Non-Municipal Applicants Only**

4. Most recent Annual Financial Report (with auditor's certificate)
5. List of current board members and board officers
6. Certificate of Authority (submit after funds allocated & attach to contract)
7. Tax Certification (submit after funds allocated & attach to contract)
8. Evidence of Insurance coverage in effect for the full term of the proposed Contract for Services as follows (submit after funds allocated & attach to contract):
  - a. Protection relative to damages resulting from fire, fraud, theft, casualty, extended liability, for property purchased with federal, state or City funds and for the protection of the contractor's employees, it's invitees, clients/customers and agents
  - b. Commercial/general liability
  - c. Performance and payment bonds as applicable

Coverage shall be on an occurrence basis, with the exception of Workman's Compensation, The City of Worcester shall be named as an additional insured to the insurance policy for successful applicants at the time of contract execution.

## Section II - Comparative Criteria for Public Facility Renovation/Other Projects

**Upon satisfying minimum eligibility criteria, each application will be scrutinized according to a series of comparative evaluation criteria.**

1. **Long-Term Strategies** – Provide the following to support your proposal:
  - a. Mission Statement
  - b. Goals & Objectives (clearly defined)
  - c. Show how your proposal correlates with the mission statement, goals and objectives of community and municipal plans (See attached documents)
2. **Program Effectiveness** – Demonstrate your program's ability to deliver an effective and efficient program over time. Provide any additional evidence of effectiveness of your program, such as the how this program will work with other programs offered by your agency or other community services in order to address the needs of neighborhoods clientele or in a holistic manner. Summarize the measurable outcomes that will result from your proposed activities for each goal and list services, outcomes and performance measures on attached Form 1 along with the estimated number of clients that will benefit. Describe how this project or activity improves the community or neighborhood by making them livable or viable and/or how program participants will receive new or improved access to a service/benefit or access to a new service/benefit.
3. **Community Outreach** – Proven community outreach to target agency populations, with emphasis on the provision of outreach services to low and moderate income populations. Document community outreach efforts including time spent with targeted populations both on-site and out in the neighborhoods, and specific actions taken to enhance outreach to segments of the population that may not participate in your programs or services. Provide written guaranty that all targeted clientele will have routine access to proposed services/ programs or facilities.
4. **Avoids Duplication** – Demonstrate how the proposal does not duplicate existing programs.
5. **Demonstrate Linkages** – Submit memorandum of understanding, contacts or letters of support with other agencies that collaborate with this program in order to provide individuals with more comprehensive access and participation in services.
6. **Leverage of Funds** - Document your program's ability to leverage CDBG funding requested with additional alternate funding sources. The relationship of said alternate funding to CDBG funds requested must be clearly demonstrated.



### **Section III – Proposal Format & Forms**

Please adhere to the guidelines presented throughout this package when preparing your submission.

1. The following forms must be completed for each proposed project.
  - a) Cover Sheet
  - b) Form 1 – Projected services, outcomes & performance measures- (attached)
  - c) Proposed (7/1/12-6/30/13) & Current (7/1/11-6/30/12) Program Budget forms- (not attached, separate file on DND webpage)
2. The RFP categories for Public Facilities/Other Projects are:
  - a) Public Facility improvements, including neighborhood facilities and facilities for persons with special needs.
  - b) Public facility renovation and/or capital improvements of facilities owned by a non-profit and operated to serve the general public (either residential or non-residential)
  - c) Clearance of condemned structures (demolition, removal and/or board-up of blighted structures.
  - d) Eligible Special Economic Development Activities involving commercial or industrial property
  - e) Other (eligible) Municipal Capital Improvements

## ATTACHMENT A

PROJECTED SERVICES: 7/1/11 - 6/30/12				
Service to be rendered	Projected # of units of service	Projected # of clients unduplicated	Expected Outcome	Performance Measure